

RESTRICTED
Security Information

OFFICE OF TRAINING

NOTICE
NO. 24-52

2 December 1952

SUBJECT: Personnel Information

REFERENCE: CIA Regulation
CIA Notices

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1. The Personnel Officer, OTR, is responsible for maintenance of a current office personnel information file as outlined in referenced CIA Regulation.

2. In view of the new change in telephone listings throughout the Washington Area, it is requested that all Division and Staff Chiefs in OTR prepare a current listing of all personnel under their supervision giving the following information:

Name	Home address	Home phone	Office room	Office telephone
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3. The aforementioned listings will be submitted in triplicate so as to arrive at the office of the Chief, Support Staff, not later than 10 December 1952. These listings will be used to bring personnel information cards up to date as well as for compiling new OTR telephone directories.

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MATTHEW BAIRD
Director of Training

DISTRIBUTION: All OTR Staff and Division Chiefs

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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